

OFFICIAL
PERSONNEL BOARD MINUTES
Thursday, December 16, 2010

CALL TO ORDER

The meeting began at 5:30 p.m. in Emergency Operations Center at City Hall.

REVIEW OF AGENDA

No changes.

ROLL CALL

Present: Ed Fuentes, Ed Comerford, Joe Roberts, and Anna Marie Jones*

*Personnel Board Member Anna Marie Jones will be sworn in at the January 10 meeting for another term on the Personnel Board.

City Staff: Human Resources Director Tami Yuki and Public Services Director Klara Fabry.

APPROVAL OF MINUTES

Personnel Board Member Comerford made a motion to approve the minutes. Personnel Board Member Roberts seconded the motion.

PUBLIC COMMENTS

No public comment.

CONDUCT OF BUSINESS

Personnel Board Chair Fuentes stated that this is a continuation of the Public Services Department from the November 15 meeting.

Mechanic

Change font on "I/II" to confirm for consistency.

Page 1, under "Supervision Exercised" for the Mechanic I position, delete "generally". For the Mechanic II position, add "s" to "exercise", replace "supervision" with "direction, and replace "personnel" with "work of maintenance personnel."

Page 1, under "Distinguishing Characteristics" for Mechanic I, delete, "This position is distinguished from the Mechanic II position...assigned personnel." For Mechanic II, replace "supervision" with "direction."

Page 2, under "Essential Duties and Responsibilities", add "Performs all duties in conformance to appropriate safety and security standards."

Page 3, under "Education and Experience" for Mechanic I and Mechanic II, delete "some specialized training in mechanics, maintenance management, or closely related field."

Maintenance Manager Series

Add "water" to all references in the job description that state only "storm" so that it reads "storm water".

Page 1, under "Definition" delete "the" in first line after "Under." Replace "incumbent" with "position."

Page 2, under "Essential Duties and Responsibilities", add "an" to the 5th paragraph after, "Participates as". Replace "scattered" with "various" in the 6th paragraph.

Page 3, under "Peripheral Duties", replace with "Serves as member of" with "Serves as a member on".

Page 5, under “Physical Demands”, first paragraph, add “perform” after “an employee to successfully”. Under 2nd paragraph, replace “lift 50 pounds” with “frequently lift and/or move up to 25 pounds, and occasionally lift up to 100 pounds”, and replace “walk over” with “walk on.”

Page 7, under the Parks Services Manager “Ability to” section, delete “s” on “impacts” and add “may cause” after “trees”.

Page 8, under the Water Services Manager “Additional Essential Duties” section, 5th paragraph, delete “and/or required”.

Page 9, under the Streets and Storm Water Services Manager “Additional Essential Duties” section, first paragraph, add “infrastructure” after “transportation”.

Page 9, under “Knowledge of” add “,” after “gas”.

Page 11, under the Central Garage Services Manager “Additional Essential Duties” section, 7th paragraph, replace “inputs” with “processes”.

Deputy Public Services Director – Utilities and Operations

Page 2, under “Essential Duties and Responsibilities” 11th paragraph, add “for area of responsibility” after “Drug Testing Program.” Under 12th paragraph, delete, “such as, but not limited to...and ADA.”

Page 2, under “Peripheral Duties”, delete “pleasant”.

Page 3, under “Knowledge of” replace “contemporary” with “current”, and “bench marking” is one word.

Page 3, under “Ability to” delete “in English”.

Page 3, under “Education and Experience” delete “Any combination of ...would be”. Delete “Equivalent to” and “civil” in “civil engineering”.

Page 4, under “Special Requirements” delete “Civil” and “or” in “and/or”.

Page 5, under “Physical Requirements” replace “lift 50 pounds” with “lift up to 25 pounds”. Replace “walk over” with “walk on”.

Personnel Board Member Comerford made a motion to approve the Public Works Maintenance Worker, Lead Maintenance Worker, Mechanic, Maintenance Services Manager, and Deputy Director of Public Services – Maintenance and Operations. Personnel Board Member Roberts seconded the motion.

B. Recruitment

- a. **City Engineer/Deputy Director of Public Services** – Oral interview exam is scheduled with 19 candidates.
- b. **City Attorney** – Background process on finalist.
- c. **Public Safety Dispatcher** – This will be a lateral recruitment and will be ongoing.
- d. **Police Commander** – Vacancy created by the retirement of one of the Commanders. Position will close on January 21.

Board Members Comments

Personnel Board Member Comerford asked about the Personnel Board presentation to the City Council. Human Resources Director Yuki stated the presentation will be in January.

Human Resources Director Yuki stated that the next scheduled Personnel Board Meeting is scheduled for January 10, 2011. The Personnel Board needs to present their annual report to the City Council at their second meeting in January.

ADJOURNMENT

The meeting adjourned at 7:05 p.m.